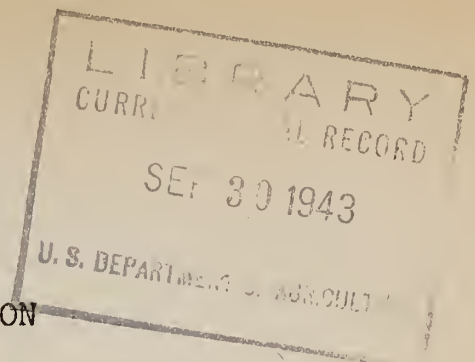


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August 7, 1943

FINANCE AND ACCOUNTS DIVISION MEMORANDUM NO. B-31

To: Washington Finance and Accounts Division
Chiefs, Regional Fiscal Divisions

From: H. O. Hart, Chief, Accounting Management Section,
Finance and Accounts Division

Subject: Transmittal of Schedules to the General Accounting Office,
Treasury Department, and Civil Service Commission

Effective immediately, no pre-accomplished copies of Schedules of Collections (Standard Form 1044), Schedules of Transfers (Standard Form 1046), Schedules of Voucher Deductions (Standard Form 1096), and Schedules of Adjustments (Standard Form 1081) will be sent to the Washington Office for distribution to the General Accounting Office, Treasury Department, and Civil Service Commission as has been done heretofore.

As a result of procedural changes of several months past, the Division of Bookkeeping and Warrants in the Treasury Department no longer requires copies of any of these types of schedules, and as announced in the procedure outlined in Budget and Finance Circular No. 707, dated July 23, 1943, copies of schedules should no longer be submitted to the Civil Service Commission. However, at the time of preparation for any purpose of the four types of schedules enumerated in the first paragraph hereof, one extra copy of each should be prepared and sent promptly to the Division of Accounting and Bookkeeping, General Accounting Office, Washington, D. C. No letter of transmittal is required.

H. O. Hart

